

Fiscal Director 1

Tennessee Department of Finance and Administration

Division of Accounts

Location: Nashville, Tennessee

Salary Range \$5,756.00-\$9,211.00 (based on qualifications and experience)

Career Opportunities Available in Tennessee State Government

Job Overview Summary:

The Fiscal Director manages the accounts payable accounting processes for the Department of Human Services. The Fiscal Director reports to the Fiscal Director 2 and services the Department of Human Services as part of the F&A centralized accounting initiative.

Duties and Responsibilities:

- Supervise, train, and provide strong leadership to the accounts payable accounting team ensuring compliance with GAAP and federal reporting guidelines.
- Serve as a subject matter expert on accounting policies, procedures, federal regulations, and systems for internal and external business partners.
- Establish and maintain accounting and business processes.
- Produce monthly and adhoc financial reports and provide informative financial analysis.
- Review and maintain the monthly checklist and reconciliations to ensure all transactions are recorded timely, and are accurate and complete.
- Run queries in Edison (PeopleSoft) and utilize excel skills to ensure journals are appropriately recorded in the general ledger.
- Monitor bills and laws to determine financial impact on programs and grants, budget modifications, and impact on internal policies and procedures.
- Develop performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance.
- Assist in the year-end close process ensuring deadlines are achieved.
- Effectively communicate with program management to provide value and service to the Department of Human Services.
- Assist with special projects and develop accounting processes as part of the system modernization initiative at the Department of Human Services.

Required Education/Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting, or a related acceptable field with at least 24 semester hours in accounting and experience equivalent to five or more years of full-time professional fiscal services and/or auditing work including, at least, one year of experience in the supervision of fiscal and/or auditing staff.

OR

Current certification as a "Certified Public Accountant" or license as a "Public Accountant" with the State of Tennessee may substitute for the required bachelor's degree and one year of full-time professional fiscal services and/or auditing work, there being no substitution for the required supervisory experience.

OR

Additional graduate course work credit received from an accredited college or university in business administration, accounting or related acceptable field may substitute for the required experience on a month-for-month basis to a maximum of one year, there being no substitution for the required supervisory experience (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required non-supervisory experience).

Knowledge, Skills, and Abilities:

- Intermediate excel skills with the ability to analyze and summarize data through the use of formulas and pivot tables.
- Experience with PeopleSoft and Oracle systems is preferred but not required.
- Strong communication skills with the ability to provide solutions through critical thinking.
- Strong knowledge of GAAP and financial internal control systems.

Only candidates who meet the minimum requirements for the position will be interviewed.

Please send resume and contact information to: Carmen.M.Lowe-Harris@tn.gov

For more information please contact:

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